



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL HEAD QTR. SUB-DIVISION
KANAINATSAL, PURBA BURDWAN.

Memo No: - 09

Date: 06.01.2026

Notice inviting Quotation No-04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26

Sealed quotation for the work “Providing photocopying, colour printing, and spiral binding services of various paper sizes for the office of the Damodar Canal Division, Court Compound, Purba Bardhaman, Irrigation & Waterways Directorate, Government of West Bengal.”

Inclusive of all individual charges, taxes etc, complete as per Annexed proforma invited by the SDO, D.C.Hd. Qtr. Sub-Division as instructed by higher authority from reliable resourceful Bonafide agencies/outside. Intending quotations shall have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	17.01.2026	Up to 14.00Hrs.
2.	Date of issue of quotation papers	19.01.2026	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	21.01.2026	Up to 15.00 Hrs.
4.	Date and time for opening quotation	21.01.2026	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in prescribed proforma.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self-attested copies of the documents.
4. Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.
5. The rate should be including GST & other charges complete etc.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. Before offering quotations, the intending quotationer should thoroughly verify himself with the proposed work by local inspection and all other relevant factors should be taken into consideration.
8. The quotationer may remain present at the time of the opening of the quotation.
9. The quotationers are requested to submit all the requisite documents such as **PTPC, Valid 15 digit Good & Service Tax payer Identification Number (GST IN), Trade License, Income Tax Return under IT Act of immediate or preceding financial year, PAN, Completion Certificate/Payment Certificate(s) for the Single work executed within last than 5(Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).**
Etc. at the time of submission of the application.
10. All the quotationer shall have to submit 2% of the quoted amount as Earnest money by BID in favour of the Executive Engineer-I, Damodar Canal Division, In form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India. Payment in any other form will not be accepted.

11. No conditional Offer/Proposal shall be accepted and deemed as informal.

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Burdwan.**

Quotation Accepting Authority: **Superintending Engineer, Damodar Irrigation circle, Kanainatsal, Burdwan.**

Sd-

Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan

Memo No:-09 /1(14)

Date: 06.01.2026

Copy submitted for information and circulation to:-

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
2. Executive Engineer-I, D.C. Division
3. Executive Engineer-II, D.C. Division
4. Executive Engineer, Hd. Works Division
5. Executive Engineer-I, L.D.I. Division
6. Executive Engineer-II, L.D.I. Division
7. Executive Engineer, B.I. Division
8. Executive Engineer, R.B.I Division
9. DVC Study Cell for uploading in Departmental website.
10. District Information Officer, Burdwan .
11. Office Notice Board, D.C. Hd. Qrt. Sub-Division
12. Estimating Branch of D.C. Division
13. Accounts Branch of D.C. Division
14. Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I)

Sd-

Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan

Notice inviting Quotation No: - 04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26

- 1) **Name of Work:** “Providing photocopying, colour printing, and spiral binding services of various paper sizes for the office of the Damodar Canal Division, Court Compound, Purba Bardhaman, Irrigation & Waterways Directorate, Government of West Bengal”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (Rs.) (inclusive of all taxes)(Figures/words)	Total Amount (Rs.)(Figures/words)
1	Providing and making A4 size colour Xerox on 70 GSM paper as per the direction of the E.I.C	1500	Each		
2	Providing and making A4 size Black & White Xerox on 70 GSM paper as per the direction of the E.I.C	1500	Each		
3	Providing and making Legal size colour Xerox on 70 GSM paper as per the direction of the E.I.C	1000	Each		
4	Providing and making Legal size Black & White Xerox on 70 GSM paper as per the direction of the E.I.C	1000	Each		
5	Providing and making A3 Drawing Colour print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
6	Providing and making A3 Drawing Black & White print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
7	Providing and making A2 Drawing Colour print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
8	Providing and making A2 Drawing Black & White print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
9	Providing and making A1 Drawing Colour print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		

10	Providing and making A1 Drawing Black & White print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
11	Providing and making A0 Drawing Colour print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
12	Providing and making A0 Drawing Black & White print on 100-120 GSM paper as per the direction of the E.I.C	80	Each		
13	Providing and making Spiral binding for Scheme Booklet (A4) as per the direction of the E.I.C	150	Set		
	Total (Rs.)				

Sd-

**Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan**